



Liberty Airport Advisory Board Meeting

1829 Sam Houston
Liberty, TX 77575
www.cityofliberty.org

~ Agenda ~

936-336-3684

Thursday, May 22, 2025

3:00 PM

City Council Chambers

Order of Business

1. Call to Order

2. Approval of Minutes

a. January 16, 2025

3. Public Comments

Public Comments shall not exceed three (3) minutes per speaker. Items arising during the public comment portion of the meeting shall be placed on a future agenda for action or the item referred to the Assistant City Manager/Economic Development and Staff for study or conclusion.

4. Old Business

a. Presentation, possible action and discussion on potential updates to the City's T-hangar lease agreement.

5. Adjournment

CERTIFICATION

I certify that the attached Notice of Meeting was posted on the bulletin board and in the Message Centers located on the east and west sides of the City Hall Administration Building, located at 1829 Sam Houston on the 16th day of May, 2025 by 5:00 p.m. This notice will remain so posted continuously for at least 72 hours preceding the scheduled time of said meeting in accordance with Chapter 551 of the Texas Government Code.

April Gilliland

April Gilliland, City Secretary

In compliance with the Americans with Disabilities Act, the City of Liberty will provide reasonable accommodation for persons attending and/or participating in this Meeting. To better serve you, requests must be made at least 24 hours prior to the meeting. Contact the City at (936) 336-3684. The building is wheelchair accessible.



The City of Liberty
Airport Advisory Board

City Council Chambers
1829 Sam Houston St., Liberty, Texas
77575

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Liberty, TX 77575
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April Gilliland
City Secretary
936-336-3684

~ Minutes ~

Thursday, January 16, 2025

3:00 PM

City Council Chambers

1. Call to Order

This meeting was called to order on January 16, 2025, in the City Council Chambers, 1829 Sam Houston Street, Liberty, Texas at 3:03 p.m. by Board Member Chris Jarmon.

Members present: Chris Jarmon, Mark Bush, Bruce Mullinix, Mike Ely

Members absent: Bruce Blake

Others present: Phil Robertson, April Gilliland

2. Approval of Minutes

a. November 14, 2024

The minutes of the November 14, 2024, meeting were reviewed. Mark Bush made the motion to approve minutes, and Bruce Mullinix seconded. The motion passed 4 to 0.

3. Public Comments

Public Comments shall not exceed three (3) minutes per speaker. Items arising during the public comment portion of the meeting shall be placed on a future agenda for action or the item referred to the Assistant City Manager/Economic Development and Staff for study or conclusion.

No Comments were made.

4. Presentations/ Reports

a. Review November and December Operations Report

Chris Jarmon, Board Member and Assistant City Manager/Community Development, emailed the full report to the board members and asked the board to let him know if they had any changes or concerns regarding the report.

b. Review December Financial Statement

Chris Jarmon, Board Member and Assistant City Manager/Community Development, went over the December 2024 Financial Statement that was handed out to board members. This report summarizes revenues and expenditures for the Liberty Municipal Airport.

5. Old Business

a. Review Maintenance Projects

The advisory board went over the following projects:

- Community Hangar – Additional Lighting (Texas Elite) - Work has been completed

- Community Hangar – Painting (McDowell Construction) – quote included in packet, Board would like to move forward with exterior maintenance if price has not changed.
- Mowing contract has been sent to contractor, attorneys are discussing.
- Taxiway Lighting (B-C Company) – awaiting quotes from contractor

6. New Business

a. Review Upcoming Construction Projects

- Wildlife Fence: mid-to-late February bid opening
 - TxDOT is working with KSA (engineer) to finalize all documents
- Received our Certificate for PAPI Lights from FAA – Forwarded information to the Board & TxDOT on 12/31/24
 - Plan a Flight Check for runway lighting system with FAA= \$5,400 = might be RAMP eligible
- Potential projects for FY28-30 funding cycle
 - Address incompliance issues with westside taxiway
 - Address incompliance issues with community hangars
 - Add taxiway lights for safety
 - More hangars (e.g. executive hangars or community hangars)
 - PAPI Lights
 - Project to install 4-light PAPI on runways 16 and 34
 - Design = FY29
 - Construction = FY30
 - Develop Estimated
 - Runway extension preliminary items
 - Land acquisition
 - Relocate private road
 - Clearing
 - Other smaller potential projects are identified and the worksheet on the OneDrive.

b. Ongoing Discussion Items

1. Communication to stakeholders and tenants – board members believe the best way to communicate is through email. A working contact list is in process and is currently in the shared drive.
2. A work session has been planned for March on updating the airport t-hangar lease agreement – a working copy of the lease is on the share drive for review and to provide input on possible changes.

7. Adjournment

With no further business, the meeting was adjourned at approximately 4:32 p.m.

CITY OF LIBERTY

Airport Advisory Board Agenda Item Form

Meeting Date: May 22, 2025

Agenda Wording: Presentation, possible action and discussion on potential updates to the city's T-hangar lease agreement.

Department: Airport

Subject: T-Hangar Lease Agreement

Background: At the October 3rd meeting, board member Bruce Mullinix requested that the airport lease agreement be placed on a future agenda. The lease agreement was reviewed at the November 14, 2024 board meeting and again at the January 16, 2025.

If approved by the board, these changes will need to be reviewed by the City Attorney and approved by the City Council.

Funding Source: n/a

Staff Recommendation: Approve the updated lease agreement